BUSINESS EMERGENCY PREPAREDNESS PLAN
General Preparedness

The impact of all-hazard situations on your business can involve a number of factors – your property, employees, customers, suppliers. Planning ahead for these situations can help to minimize the impact and speed the recovery of your business.

Before a Disaster or Emergency

- **Determine the hazards and risks for your area and business.**

- **Establish a team to develop the business all- hazards preparedness/continuity plan.**
  - ☐ Document all processes that make your business run -- from answering the phones, to tracking finances, to distributing your product or service.
  - ☐ Determine what processes and equipment are critical to keeping your business open.
  - ☐ Obtain building and site maps.

- **Plan for continuity.**
  - ☐ Store extra supplies offsite.
  - ☐ Make a plan for a temporary location if your company if forced to relocate.
  - ☐ Have a plan for alternate communication with customers, suppliers during recovery.
  - ☐ Determine leadership roles and responsibilities.
  - ☐ Develop plan to maintain payroll.

- **Maintain an inventory of all equipment used by your business.**
  - ☐ Keep a maintenance schedule for all equipment, as well as manufacturer and service contact information.

- **Develop a backup schedule for computer files.**
  - ☐ Keep a backup of all tax, accounting, payroll and production records, customer and supplier data off-site.
  - ☐ Keep copies of all paper and computer files in an accessible but off-site location.

- **Contact your insurance agent.**
  - ☐ Review your insurance coverage.
  - ☐ Get additional coverage for "all-hazard" situations (e.g., flood, hail damage).
  - ☐ Keep copies of critical documents, such as finance records, receipts of major purchases.

- **Prepare your employees.**
  - ☐ Inform your employees of the business emergency plan; review it with them regularly.
  - ☐ Ensure employees know the exit locations for the building
  - ☐ Identify an internal shelter in the event that authorities tell you to "shelter-in-place."
  - ☐ Document each employee's function and emergency contact information.

- **Develop a post-disaster communication strategy.**
  - ☐ Create a phone tree and designate individuals who will initiate the communication process.
  - ☐ Designate a contact person to communicate with customers and vendors.

- **Make plans regarding customers.**
  - ☐ Determine the likelihood of customers being present at your business during an disaster situation.
  - ☐ Have an emergency plan for customers; review it with employees regularly.
  - ☐ Label exit locations for the building.

- **Make plans for suppliers.**
  - ☐ Maintain a contact list of all your suppliers.
  - ☐ Find out how they plan to supply you in the event of a disaster situation.
  - ☐ Maintain a list of alternate suppliers.

- **Review your emergency preparedness plan annually.**

- **Coordinate with other businesses in your building or location.**

For More Information

Ready Business
http://www.ready.gov/business/
Sample Business Emergency Plan
http://www.ready.gov/business/_downloads/sampleplan.pdf

National Safety Council
http://www.nsc.org/safety_work/empreparedness/Pages/Emergency_Preparedness.aspx

the Center for
Food Security
& Public Health
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Executive Summary	□ Purpose of the Plan/Mission Statement □ Authorities and Responsibilities of Key Personnel □ Types of Emergencies that Could Occur (Capabilities and Vulnerabilities) □ Managing Response Operations □ Schedule and Budget
Emergency Management Elements	□ Direction and Control □ Communications □ Life Safety □ Property Protection □ Community Outreach □ Recovery and Restoration □ Administration and Logistics
Emergency Response Procedures Determine actions necessary to: □ Assess the situation. □ Protect employees, customers, visitors, equipment, vital records and other assets, particularly during the first 3 days. □ Get the business back up and running. In an emergency, all personnel should know their role and where they should go.	**Specific procedures might be needed for any number of situations such as bomb threats or tornadoes, and for such functions as:** □ Warning Employees and Customers □ Communicating with Personnel and Community Responders □ Conducting an Evacuation and Accounting for All Persons □ Managing Response Activities □ Shutting Down Operations □ Protecting Vital Records □ Restoring Operations **Some facilities are required to develop:** □ Emergency Escape Procedures and Routes □ Procedures for Employees Who Perform or Shut Down Critical □ Operations Before an Evacuation □ Procedures to Account for All Employees, Visitors, and Contractors **After an Evacuation** □ Rescue and Medical Duties for Assigned Employees □ Procedures for Reporting Emergencies □ Names of Persons or Departments to Contact for Information About the Plan
Support Documents	□ Emergency Call Lists □ Building and Site Maps □ Resource Lists

From the National Safety Council. http://www.nsc.org/safety-work/empreparedness/Pages/Emergency-Preparedness.aspx